



CHILDREN/TEENS VIRTUAL PROGRAM PLANNING CHECKLIST

PROGRAM PLANNING AND ADMINISTRATION

REGISTRATION

- All Virtual Programs Must be Registered on COC Portal
- FORMS (The forms below must be completed by Parent)**
- Parental Consent and Release of Waiver Liability Agreement
- Media Release
- Medical Information Release
- Complete Summer ITS Support Form-Program Administrator

UNIVERSITY SUPPORTED VIRTUAL PROGRAMS

Note: It is recommended that you use U-M Supported Programs for Virtual Experiences (Google Suite, Zoom, Canvas, View Point)

What program or application are you using?

- Has this program been approved by Department/Dean?
- Is this program Supported by ITS?
- SAFETY AND SECURITY**
 - Have all children/teens and parents been made aware of reporting mechanisms related to online security concerns?
 - Has training been provided to Authorized Adults regarding requirements for reporting violations of policy?
 - Have on-line resources been reviewed to ensure they are well suitable for children/teens?
 - Are recreational events or activities that involve physical activity included in the on-line programming? (Examples: running, jumping, exercising)
 - Do any of the activities for this program involve the operation of hand or power tools such as saws, exacto knives, drills, scissors, or scalpels?
 - Have arrangements been made for review of the safe use, proper handling, and supervision of participants engaged in these activities or utilizing such devices?
 - How will a review be conducted so that participants as well as supervisors understand safe handling protocols?
 - What proactive steps have you taken to minimize the risks associated with each of the physical activities listed above?
 - Have you consulted with Environment, Health & Safety (EHS) ehs.umich.edu or 647-1143; or Risk Management Services? finance.umich.edu/risk-management or 764-2200 - regarding activities that pose unique risk factors?

SUPERVISION- ONE-ON-ONE ONLINE ENGAGEMENT IS NOT ALLOWED- THE RULES OF THREE SHOULD BE OBSERVED.

- Have background checks been performed on all adult staff/volunteers?
- What level of supervision do the participants require?
Is the child/adult ratio within guidelines based on the type of activities and ages of participants?
- Will Chatrooms be disabled or monitored to avoid Cyberbullying?**
- Have you reviewed the authorized adults Code of Conduct with all staff/volunteers?
- Have adults been fully briefed about guidelines for interacting with minors on Social Media? [Social Media Guidelines](#)
- Have all authorized adults received training on safety and emergency practices?
- Are policies/procedures in place to address violations of policy by both participants and staff/volunteers?
- Is the program time scheduled with minimal or no free unsupervised on-line time? If no, what can you do to minimize unsupervised on-line activities or time on the schedule?
- Have arrangements been made to ensure adequate on-line adult supervision?

MEDICAL REQUIREMENTS AND ADA COMPLIANCE

- Is there medical verification confirming the ability of the student to safely participate in virtual activities?
- Have provisions been made for special accommodations or restrictions? Review ADA Requirements. [ADA Guidelines](#)
- Do you have a mechanism in place to require medical clearance if there is a questionable risk on the health assessment form?
- Have you consulted with University Health Services to review medical information?



DISCIPLINE

- Are participants and parents/legal guardians fully apprised of the participant rules and consequences of not adhering to them?
- Are there standards and procedures in place to address discipline issues?
 - Who needs to be notified?
 - How is notification to occur?
 - Who decides on the method/seriousness of discipline?
 - Is there an opportunity to appeal?
- What additional procedures will be followed in the event of allegations of illegal activities?
(Note: The Department of Public Safety **must** be contacted).
If it is determined that participants are unable to remain with the program, what provisions are in place to return them home?
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TRAINING

PROGRAM MANAGERS SHOULD REVIEW THE U-M POLICY ON SAFE COMPUTING [U-M SAFE COMPUTING](#)

- What proactive steps can you take to educate program participants about strategies as well as expectations for minimizing risks during virtual program participation?
- How will you assure that participants understand training?
- Is there a comprehensive training program for all adults who will serve as supervisors and/or instructors for this program? What are the components of this training and how often is this training scheduled?
- Who will facilitate this training and what resources have been used to assure training is accurate?

EQUIPMENT

- Do all users have access to equipment (tablet, computer)
- Do all users have access to internet?
- Have you explored Free Internet Resources as an option for students with limited or no internet access?
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IT IS RECOMMENDED THAT FACULTY AND STAFF USE A U-M VPN ACCESS WHEN DELIVERING ONLINE PROGRAMMING VIRTUALLY TO REDUCE CYBER SECURITY BREACHES/COMPROMISE.